

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Civil Service and Administrative Reforms
- Post:** Director, Human Resource Management
- Salary:** Rs 86,000 (08 00 91)
- Effective Date:** 28 February 2014
- Qualifications:** By promotion, on the basis of experience and merit, of an officer who holds a substantive appointment in the grade of Deputy Director, Human Resource Management and who –
- (i) has an in-depth knowledge of human resource policies, related legislation and latest trends in human resource management and the design of work systems;
 - (ii) possesses excellent leadership, managerial and organising skills;
 - (iii) is able to lead the implementation of organisational change and development;
 - (iv) is proactive and is able to work under pressure and meet tight deadlines;
 - (v) possesses excellent analytical skills and has the ability to adopt a multidisciplinary approach to decision-making; and
 - (vi) has the ability to tender strategic advice and adopt innovative approach to human resource management in the Public Service.
- Role and Responsibilities:** To advise and provide technical input for the formulation and implementation of human resource policies and strategies in line with the strategic direction of Government and to ensure uniformity and consistency in the management of human resources in the Public Service.
- Duties:**
1. To be responsible for the Human Resource Management functions such as recruitment and staffing, discipline, programme based budgeting, human resource planning and organisation development.
 2. To ensure that reforms and change management initiatives in the field of human resource management including the Performance Management System and the Human Resource Management Information System are carried out effectively.

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CERTIFIED CORRECT



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for Senior Chief Executive
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3. To carry out research work for the formulation of human resource policies and strategies.
4. To mentor/guide officers of the Human Resource Management Cadre posted in Ministries/Departments for enhancement of operational efficiency and effectiveness.
5. To advise on and participate in the training of officers of the Human Resource Management Cadre, keep under review the training needs of these officers and make recommendations for their participation in training programmes, both locally and abroad.
6. To ensure the proper staffing and deployment of officers of the Human Resource Management Cadre in Ministries/Departments.
7. To consider human resource proposals from Ministries/Departments in the context of Programme Based Budgeting exercise.
8. To hold regular meetings with officers in charge of Human Resource Section in Ministries/Departments to ensure that rules, regulations and other practices relating to human resources are correctly interpreted and applied.
9. To represent the Ministry on boards and committees.
10. To attend Court/Tribunal in respect of cases relating to human resource matters.
11. To promote a learning culture among officers of the Human Resource Management Cadre.
12. To use ICT in the performance of his duties.
13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Director, Human Resource Management in the roles ascribed to him.



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